



MIAMI-DADE COUNTY EMPLOYEE RELATIONS DEPARTMENT

**NOTICE OF CONSTRUCTION CLEARINGHOUSE JOB OPPORTUNITY**

Resolution No. R-1145-99

MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS OPPORTUNITY IN EMPLOYMENT AND SERVICES FOR MINORITIES/FEMALES AND APPLICANTS WITH DISABILITIES

To be completed by Employer/Contractor. Please print clearly or type. Use one form for each position title.**JOB OPPORTUNITY INFORMATION**

Position Title	Application Deadline	
Job Site Location	Number of Openings	Hourly Rate
Describe Job Duties (Knowledge, skills, and abilities)		
Job Duration: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary If Temporary, how long? _____ Fringe Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Experience Required: <input type="checkbox"/> No <input type="checkbox"/> Will Train <input type="checkbox"/> Yes If Yes, how much experience is required? (Months or Years) _____		
Education Required: <input type="checkbox"/> None <input type="checkbox"/> H.S Diploma/GED <input type="checkbox"/> AA Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Ph.D.		
Certifications/Licenses Required: <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, please list _____		
Driver's License Required: <input type="checkbox"/> None <input type="checkbox"/> Operator/Class E <input type="checkbox"/> Commercial/Class _____ <input type="checkbox"/> Chauffer/Class D		
Language(s) Required: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Creole <input type="checkbox"/> Other: _____		
Applicants should contact employer by: <input type="checkbox"/> Phone <input type="checkbox"/> Fax Resume <input type="checkbox"/> Mail Resume <input type="checkbox"/> In person (days/hours) _____		

EMPLOYER/CONTRACTOR INFORMATION

Business Name	Contract/Project Number	
Address (Street Name and Number)	Suite. #	Federal ID #
City	State	Zip Code
Telephone Number		
Type of Business	Fax Number	
Contact Person	E-mail Address	

Employer/Contractor, please fax this completed form to:

Attention: Clearinghouse
Miami-Dade Employee Relations Department
Career Development Division
111 NW First Street, Suite 2110
Miami, Florida 33128
Telephone: (305) 375-2473 Fax: (305) 375-4138
E-mail address: clearinghouse@miamidade.gov

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Date and time this notice received at Miami-Dade Employee Relations Department	Received by
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